IN THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF PENNSYLVANIA

	: CIVIL ACTION
VS.	: :
	: : NO.
	NOTICE
AND NOW, this day of	f , 2006, you are hereby notified that a [Pre-
Trial/Settlement Conference] before	the Honorable J. William Ditter, Jr. in this matter will be held
on at N	<u>1</u> , in Chambers, Room 3040, United States Courthouse, 601
Market Street, Philadelphia, Pennsy	lvania. The Conference is being called to discuss the present
status of the action, to consider time	e requirement for discovery, and to agree on further pre-trial
procedures.	
Counsel are reminded of the	duties imposed on them by Fed. R. Civ. P. 26(a)(1) and 26(f),
each shall complete the scheduling in	aformation report (copy attached), and together shall submit the
discovery plan required by Fed. R.	Civ. P. 26(f) to me ¹ on or before three (3) days prior to the
conference.	
At this conference, counsel si	hall be prepared and authorized to discuss the matters referred
to in Local Rule 16.1(b), Fed. R. Civ	v. P. 16(b) and Fed. R. Civ. P. 16 (c), and settlement.
The Conference will be conti	inued to another date only in exceptional cases.
	Very truly yours,
	Stephen J. Iannacone Deputy Clerk to the
cc:	Honorable J. William Ditter, Jr., S.J.
CC.	

¹There is no need to file the scheduling information report or discovery plan with the Clerk of Court.

SCHEDULING INFORMATION REPORT

(To be completed and returned to Judge Ditter's Chambers three (3) days before Conference)

Caption:				
Civil Action No.:				
Jury Trial: Non-Jury	Trial:	Arbitratio	on:	
Plaintiff's Counsel:				
Address:				-
Phone:	Fax:			
Defendant's Counsel:				
Address:				-
Phone:	Fax:			
Have you complied with the duty of self-ex When? If not, why?	_			
Have you filed a discovery plan pursuant	to Federal Rule	of Civil Procedu	re 26(f)?	
When? If not, why?				
If you contend the discovery period should please state reasons:				y all Defendants is filed,
Ready for Trial by:(Date)				
Is a Settlement Conference likely to be hel	pful?			
If so, when: Early(Yes/N	Jo) After Disco	overy		
Do you expect to file a case-dispositive mo	tion?			
If so, by what date?				
Trial time estimate:				
Time to present your case:				
Time for entire trial:				
Date:	Sign	ature of Counsel	Preparing Form	_
	Тур	e/Print Name		_